

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING**
September 8, 2020

Chairman Lockard called the Hanover Governance & Policy Committee meeting to order Tuesday Evening, September 8, 2020 at 6:00 PM at the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

Attendance: In attendance were Committee Members Funk, Lockard and Rupp; Staff Members Manager Dunford and Secretary Felix; Solicitor Shultis 6:20 PM.

Approval of the Minutes: It was moved by Dr. Rupp, seconded by Mrs. Funk to approve the minutes of July 6, 2020. Motion carried.

Public Comment: None was presented.

Social Media - Review Draft Policy: Manager Dunford reviewed the draft social media policy which was based on the policy of Chambersburg Borough. The purpose of the policy is to establish "best management practice" for the use of social media for communication, including employees, volunteers and public officials. The draft policy recommends a disclaimer should accompany all Borough-related posts on private social media sites stating, *"Posts and opinions are my own and do not represent the position or opinion of the Borough of Hanover."*

In particular, the draft policy in Section 7(d) states, *"The Borough recommends Public Officials avoid expressing any information, details, answers to questions, conversations, corrections, or anything related to the Borough of Hanover in their private social media posts and messages. It is requested that Public Officials who would like information to be disseminated to the public do so by requesting that Borough staff post information on the Borough's website or social media page, if any. Borough information should not be disseminated through a public official's private account without the express written permission of the Borough Manager or Borough Council."*

After the draft policy is finalized, all members of Council and staff should be provided a copy to read, agree to and sign.

Mrs. Funk would like to stipulate that addresses and phone numbers of Council members not be provided on social media.

It is preferable that announcements should be made on the Borough's social media site after it is established, and not by individual members.

The draft social media policy will be placed on the Finance & Personnel Committee/Council Workshop agenda for further review and discussion.

Rules Regarding Public Meetings: Solicitor Shultis reviewed the resolution for a draft policy for rules of decorum for public meetings, including rules of conduct, public participation, recording and streaming, motions and voting, role of the Mayor and non-observance of rules. The rules if adopted, would cover both Council meetings and Committee meetings. Council President Reichart was concerned with past conduct and inappropriate language used within the context of (virtual) public meetings, and recommended that *"Council members should refrain from the use of alcohol or controlled substances while performing their duties as elected officials."*

The draft resolution will be forwarded to the Finance & Personnel Committee/Council Workshop for further review and discussion.

Adjournment: It was moved by Mrs. Funk, seconded by Dr. Rupp to adjourn the meeting at 6:50 PM. Motion carried.

Respectfully submitted,



Dorothy C. Felix
Borough Secretary